

EDITED KSA LISTING

CLASS: CORRECTIONAL CASE RECORDS ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

K1	Comprehensive knowledge of determinate and indeterminate sentencing laws, parole laws and case laws in order to accurately compute dates (e.g. lifer hearings, release date, etc.), identify sentencing or clerical errors, and conduct audits (e.g. intake, 60-day, parole, etc.).
K2	Basic knowledge of the classification process and purposes, activities, regulations, and functions of the California Department of Corrections (CDC), the Board of Prison Terms, the Narcotic Addict Evaluation Authority, Department of Justice, and the Youth Authority as its operations relate to case records in order to effectively communicate with other departments and agencies, to conduct audits, to comply with policies and laws.
K3	Basic knowledge of correctional administration in order to function and interact with various divisions in a correctional and/or parole setting.
K4	Comprehensive knowledge of documents and forms contained within the central file, and processes used in the establishment, maintenance, control, and disposition of individual inmate and parolee criminal case records in order to compute accurate parole and discharge dates, respond to inquiries, and ensure public safety.
K5	Basic knowledge of training methods and planning and conducting training programs in order to train support staff and other analysts as needed.
K6	Comprehensive knowledge of departmental instructional and informational memorandums, policies, and administrative bulletins in order to apply the information and requirements in the management of a caseload.
K7	Comprehensive knowledge of information disclosure statutes to comply with laws and ensure the department's security and public safety.
K8	Comprehensive knowledge of the inmate work incentive training program (IWTIP) in order to conduct audits, produce accurate parole/release dates, and ensure public safety.
K9	General knowledge of CDC automated record-keeping systems such as Automated Release Date Tracking System (ARDTS), Offender Based Information System (OBIS), Revocation Tracking System (RSTS), California Law Enforcement Tracking System (CLETS), Distributed Data Processing System (DDPS), and Central File Tracking System in order to track inmates/parolees, their records and release and discharge dates, and audit the information received from these systems.

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	Skill to:
S1.	Skill to define and interpret legal documents, State statutes, classification actions, BPT/NAEA decisions/actions, case laws, and departmental policies and procedures in order to apply the information and requirements in the management of a caseload, produce an accurate parole and/or discharge date, and ensure public safety.
S2.	Skill to analyze documents relevant to case records in order to ensure compliance with statutes, policies and procedures, and laws; compute a parole and/or discharge date; and recognize and correct discrepancies/irregularities.
S3.	Skill to prepare accurate and concise reports, letters, memorandums, and notices In order to correct discrepancies, provide information, and document data for the central file.
S4.	Skill to make accurate mathematical computations in order to compute accurate parole, discharge review, hearings, and/or discharge dates, and audit data.
S5.	Skill to prioritize workload and meet time constraints in order to effectively manage a caseload, and comply with policies, procedures, laws and rules.
S6.	Skill to make sound decisions and recommendations related to the correctional case record-keeping function to determine and implement effective and appropriate courses of action.
S7.	Skill to audit and interpret a rap sheet/criminal identification history to provide information to DOJ, BPT, and other agencies, assess the security needs of the facility, and ensure the safety of the public and security of the Department.
S8.	Skill to learn, understand, retain, and recall a broad range of highly technical data to apply it to individual cases, provide information, conduct accurate audits, compute parole and discharge dates, and make sound decisions and recommendations.
S9.	Skill to communicate effectively in order to provide information, build and maintain working relationships, understand directions, and complete memos, letters, forms, and reports.
S10.	Skill to disseminate accurate information to administrative, legislative, and judicial agencies, attorneys, and the general public in order to resolve discrepancies, obtain clarification, ensure public safety, respond to inquiries, and provide data.
S11.	Skill to operate a computer in order to access, enter, update, and retrieve information.

Bold text-indicates not on Classification Spec.

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	Ability to:
A1	Ability to lift, pull, and carry boxes and files weighing up to 25 pounds in order to access and move inmate/parolee central files.

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	Special Personal Characteristics:
SPC1.	Willingness to work in an institutional setting, be aware of personal and others' safety concerns, and act in a manner appropriate to an institutional setting.
SPC2.	Willingness to read and use potentially graphic or discomforting information located within the central files, and when testifying in court settings.
SPC3.	Willingness to assume progressively greater responsibility in the performance of job duties.
SPC4.	Willing to work long and unusual hours based on operational needs to effectively perform the duties of the job.
SPC5.	Willingness to maintain a satisfactory record as a law-abiding citizen to effectively perform the duties of the job.
SPC6.	Willingness to travel when required in order to attend meetings, participate on special projects, and/or give expert testimony in court.